

1 February 1992

Officer Personnel

FEDERAL RECOGNITION OF PROMOTION IN THE AIR NATIONAL GUARD  
OF THE UNITED STATES AND AS A RESERVE OF THE AIR FORCE  
BELOW THE GRADE OF GENERAL OFFICER

This regulation prescribes general policies and eligibility requirements for federal recognition of officer promotions in the Air National Guard of the United States and as a Reserve of the Air Force below the grade of brigadier general. It implements appropriate provisions of Title 10 and 32 U.S.C., and is to be used in conjunction with AFR 36-11. Requests for changes to this regulation must be sent to ANGRC/DP. Copies of state supplements to this regulation must be provided to ANGRC/DP.

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## Chapter 1

## GENERAL INFORMATION/POLICY

**1-1. Terms Explained.** The following terms are defined for use in this regulation.

**\*a. Active status.** All reserve commissioned officers of the ANGUS and the USAFR (participating and non-participating) who are not on the Inactive Status List of a Reserve Component or in the Retired Reserve.

**\*b. Air Force Specialty (AFS).** A group of positions requiring common qualifications; each AFS has a title and code.

**c. Air Force Specialty Code (AFSC).** A combination of numbers (four digits) used to identify an AFS. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes or suffixes are authorized for use with the numerical codes.

**d. Air National Guard of the United States (ANGUS).** A Reserve component of the United States Air Force consisting of all federally recognized units, organizations, and members of the Air National Guard of the states, the District of Columbia, Puerto Rico, the Virgin Islands and Guam, all of whose members are members of the Air National Guard.

**e. Appointment as a Reserve of the Air Force.** Appointment to the permanent grade in which federally recognized as a member of the Air National Guard.

**f. Best qualified method of selection.** Board procedures where only a specified number or percentage of officers considered by a central selection board may be recommended for promotion. Officers recommended under the best qualified method of selection must also be considered to be fully qualified.

**\*g. Deferred officer.** An officer in the Reserve grade of first lieutenant, captain, or major who is:

(1) considered but not recommended by a central selection board for promotion to the next higher grade, or

(2) examined by a Federal Recognition Board for a position vacancy promotion and found not qualified for federal recognition to the next higher grade, or

(3) examined by either a Federal Recognition Board or central selection board and recommended or found qualified for federal recognition to the higher grade but has declined that promotion. (NOTE: An officer not recommended for promotion to colonel is not a deferred officer.), or

(4) recommended for promotion, but who is not promoted because Chief, National Guard Bureau declines to Federally recognize the person or because the President declines to appoint the person or because the Senate does not consent to the person's promotion.

**h. Effective date of promotion.** That date announced in federal recognition orders and entered into the Personnel Data System (PDS) on which an officer can begin to wear a higher grade insignia and on which the officer is entitled to receive pay at the higher grade. This date may be later than the officer's Promotion Service Date (PSD), but it will not be earlier than the PSD. The effective date of promotion need not be the same as the date federal recognition of the promotion is granted.

**\*i. Federal recognition.** Acknowledgment by the Federal government that an individual assigned within the ANG meets the prescribed federal standards for the grade and position to which assigned. The authority to grant federal recognition has been delegated to the Chief, National Guard Bureau.

**j. Federal Recognition Board.** A board appointed, composed, and convened in accordance with ANGR 36-03 to determine qualifications for federal recognition or a central selection board.

**k. Fully qualified method of selection.** The fully qualified method of selection refers to:

(1) the promotion of all officers or

(2) in the context of a central selection board, the provision that a board may recommend for promotion all eligible officers whose qualifications and performance of duty, as determined by a majority of board members, clearly indicates that the officer would be capable of performing the duties normally associated with the next higher grade.

**\*l. Military Duty Personnel.** Those members of the ANGUS in Active Guard Reserve (AGR) status under Title 32 USC 502(f).

**\*m. Military Technician.** Federal employees of the military department who occupy technician positions, are assigned to provide support to Selected Reserve units, and are concurrently required to be members of the reserve component they support as a condition of employment under Title 32 U.S.C 709.

**n. Officer.** Includes all commissioned officers below the grade of Brigadier General unless otherwise specified.

**o. Officer Preselection Brief (OPB).** A computer product produced at base level that con-

tains selection data from the Headquarters USAF Master Personnel File.

**p. Promotion Service.** Service in an active status in the current permanent grade. It accrues from the officer's promotion service date for the current Reserve grade. Promotion service upon appointment may also include any constructive credit in excess of that required to establish the initial appointment grade (see AFRs 35-3 and 36-15). Time spent in ISLRS or in the Retired Reserve is not creditable for promotion service.

**\*q. Promotion Propriety Action.** A commander's action to delay, remove, or find an officer not qualified for promotion IAW AFR 36-11.

**\*r. Promotion Service Date (PSD).** All creditable promotion service in current reserve officer or warrant officer grade. PSD credit is not awarded for periods of service in other than active status.

**\*s. Reorganization/Realignment.** To rearrange or regroup the component elements and/or functions of a unit or organization. Such actions must be at the direction of ANGRC/MO.

**\*t. Recommended List.** A list of ANGUS and USAFR officers who have been mandatorily considered by a central selection board, found qualified, and recommended for promotion to a higher grade as a Reserve of the Air Force.

**u. Report on Individual Personnel (RIP).** A computer generated product reflecting selected data on an individual service member that is maintained in the Personnel Data System.

**v. Reserve Components of the Air Force.** The Air National Guard of the United States (ANGUS) and the United States Air Force Reserve (USAFR).

**w. Reserve of the Air Force.** The common Federal status possessed by members of the Air National Guard of the United States (ANGUS) and the United States Air Force Reserve. This term is not used to identify an Air Force component or organization.

**\*x. State.** Includes the several States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of Guam and the Virgin Islands.

**y. Statutory Tour Officer.** A Reserve officer on active duty in direct support of the management of the ANGUS or USAFR authorized under Title 10 U.S.C. 265, 678, 8021, or 8496.

**\*z. Support Personnel Manpower Document (SPMD).** A manpower document listing all validated full-time support requirements for a specific unit. Information provided for each position includes the maximum military grade a military incumbent may hold.

**aa. Total Years Service (TYS).** All service as a commissioned officer of any U.S. Armed Forces, including constructive service credit awarded IAW AFR 36-15.

**ab. Unit Manpower Document (UMD).** A document containing all authorized and required (funded and unfunded) Pre/Post mobilization military manpower requirements.

**ac. UMD Position.** A manpower authorization appearing on a UMD for which an effective date has consummated. It describes a requirement for a trained individual with a prescribed set of duties or tasks to be performed.

**\*ad. Unit Personnel Management Roster (UPMR).** PDS document that details personnel assigned by name and grade to a specific position authorized on the Unit Manpower Document (UMD).

**1-2. Promotion Program Objectives.** A promotion is not to be a reward for past performance or years of service. Only those officers who clearly show potential for increased responsibility should be promoted. Specific promotion program objectives are:

**a.** to promote officers through a fair and equitable selection system that will satisfy the needs of the ANGUS for a viable officer force.

**b.** to provide the necessary career incentive to attract and maintain a high quality officer force.

**c.** to provide reasonably stable, consistent, and visible career progression patterns for ANGUS officers.

**d.** to maintain the proper balance between mandatory and position vacancy promotions that clearly identifies the position vacancy promotee as an officer with potential above that of his/her peers.

### 1-3. Promotion Policies:

**a.** This regulation is applicable to all ANGUS officers regardless of status (drill technician, military duty, statutory tour). Promotion and federal recognition of officers serving on statutory tours of duty (under title 10 U.S.C.) are specifically covered in Chapter 5.

**b.** The promotion of officers in the Air National Guard is a function of the State, as distinguished from federal recognition of such promotions.

**c.** Promotions will be made without regard to race, color, creed, sex, age, or national origin.

**d.** Promotion as a Reserve of the Air Force is a permanent promotion but is not an original appointment.

**\*e.** Federal recognition of a promotion will be at the discretion of the Chief, National Guard Bureau, acting for the Secretary of the Air Force. Federal

recognition is extended when either the CBPO is notified via the personnel data system, or upon receipt of an order announcing federal recognition. An officer will not begin to wear the insignia of a higher grade or be paid for same prior to federal recognition.

\*f. As a general rule, a lieutenant colonel who fails to be recommended for promotion to colonel by the Headquarters USAF Review Board will not be recommended again for promotion to colonel against a position vacancy for at least nine months after the date of the letter of disapproval. This time between considerations allows for an individual's record to reflect additional information. An officer who did not receive an OPR since last consideration will have an OPR directed by the Chief, NGB, IAW AFR 36-10.

g. An officer will be promoted as Reserve of the Air Force effective on the date upon which federal recognition in the higher grade is extended.

h. The requirements prescribed in Chapter 3 for a position vacancy promotion are the minimum. A position vacancy promotion is an accelerated promotion and only exceptionally well-qualified officers who clearly demonstrate extraordinary potential should be considered.

i. The results of a Federal Recognition Board are good for only 90 days. If federal recognition has not been requested of the Chief, NGB by the Adjutant General within 90 days of a Federal Recognition Board, then a new board must be convened. Nominations returned without action by ANGRC for any reason (e.g., a waiver request was denied, eligibility criteria were not met, or an AGR promotion could not be accommodated within national ceilings) cannot be resubmitted without a new Federal Recognition Board. (NOTE: Officers may be examined by a Federal Recognition Board only after they satisfy all the criteria for position vacancy promotion or have been recommended for a waiver of any of the criteria specified in Chapter 3.)

\*j. AFR 36-11 contains detailed information regarding mandatory promotion consideration of ANGUS officers. All ANGUS officers should be advised to become familiar with both this regulation and AFR 36-11. Where AFR 36-11 conflicts with this regulation, this regulation will take precedence. Refer to AFR 36-11 for guidance on how to:

(1) delay an officer promotion. Second lieutenants may not have their promotion to first lieutenant delayed; however, they may be found not qualified for promotion.

(2) process an officer not qualified for promotion.

(3) remove an officer from a recommended list.

\*k. Posthumous Promotions. A posthumous promotion may be extended provided the member was in an active status and was either on a recommended list for ROPA promotion, or recommended for position vacancy promotion by a Federal Recognition Board.

(1) The immediate commander submits the request for posthumous promotion through the CBPO and State headquarters to ANGRC/DP. (NOTE: A posthumous promotion must be processed as soon as possible after death. Immediate telephone contact with ANGRC/DPMM is desirable.)

(2) The request must include the date of death, the circumstances of death, and a statement that the commander had not initiated and did not plan to initiate a propriety of promotion (AFR 36-11) action against the officer.

(3) ANGRC/DPMM processes the promotion order.

(4) No financial benefits accrue as a result of a posthumous promotion.

(5) The effective date of promotion will be the day of death.

**1-4. Promotion Recognition.** Appropriate recognition of an officer upon promotion is an intricate part of military customs and tradition. It signifies leadership's faith in the officer's loyalty, integrity, and professionalism. Additionally, such recognition serves to remind the officer of increased responsibilities required from advancement.

a. Promotion ceremonies. Appropriate ceremonies to publicly recognize the importance of changing insignia are encouraged. Such ceremonies will not be held prior to the effective date of promotion. **EXCEPTION:** Promotion pin-on ceremonies may be held on the last duty day before the effective date of promotion if the effective date falls on a non-duty day. The officer being recognized is to be advised that although the pin-on ceremony is being held early, the promotion does not affect the member's pay, seniority, or entitlements. Promotion propriety actions may be initiated subsequent to the early pin-on ceremony but before the effective date of promotion.

b. It is recommended that a narrator read the following during the ceremony:

**\*ATTENTION TO ORDERS. SPECIAL ORDER** (Number of Federal Recognition Order), DATED (Date of Order). THE PRESIDENT OF THE UNITED STATES, ACTING UPON THE RECOMMENDATION OF THE CHIEF, NATIONAL GUARD BUREAU, AND THE SECRETARY OF THE AIR FORCE HAS PLACED SPECIAL TRUST AND CONFIDENCE IN THE PATRIOTISM, INTEGRITY AND ABILITIES OF (Current Grade and Name). IN VIEW OF THE

SPECIAL QUALITIES AND HIS/HER DEMONSTRATED POTENTIAL TO SERVE IN THE HIGHER GRADE (Current Grade and Name) IS PROMOTED AND FEDERALLY RECOGNIZED IN THE PERMANENT GRADE OF (New Grade), (State) AIR NATIONAL GUARD, EFFECTIVE (Effective Date Specified in Federal Recognition Order). BY ORDER OF THE SECRETARY OF THE AIR FORCE."

\*c. Oath of Office. Although not required by law, restating the Oath of Office provides the officer an opportunity to express his/her commitment to professionalism and officership. Each officer should be

given the opportunity to restate the Oath of Office using NGB Form 337, prepared to reflect the new grade. NGB Forms 337 executed for this reason will be filed in the Unit Personnel Records Group (UPRG). Individuals promoted in the ANG may take the oath before an officer of any component of any Armed Force of the United States (includes Reserve components), whether or not active duty or retired. (See AFR 36-39.)

## Chapter 2

## MANDATORY PROMOTION CONSIDERATION

**2-1. Promotion to First Lieutenant.** A second lieutenant not promoted under the provisions of Chapter 3 must be promoted to first lieutenant on the date when three years of promotion service is completed, or found not qualified for promotion under AFR 36-11. (Example: if the Promotion Service Date (PSD) is 15 Jun 87, then he/she must be promoted effective 15 Jun 90.) AFR 36-11 contains procedures for processing an officer not qualified for promotion. These procedures must be accomplished before separation/discharge of the officer under provisions of ANGR 36-05 and ANGR 36-014. Promotion to first lieutenant cannot be delayed. Only a finding of not qualified for promotion can be processed in lieu of a mandatory promotion to first lieutenant. (Note: Approval authority for recommendations to find a second lieutenant not qualified for promotion is the Secretary of the Air Force. If a not-qualified-for promotion recommendation has not been initiated by the date the officer completes three (3) years of promotion service, then the officer must be promoted and may be discharged only under some other provision of law.) When promoted to first lieutenant under this paragraph, an officer may be extended Federal Recognition without examination by a Federal recognition Board.

**2-2. Promotion to Captain, Major, or Lieutenant Colonel:**

a. Each ANG first lieutenant, captain, and major, if not promoted under the provisions of Chapter 3, will be considered for promotion by a Central Selection Board convened at Headquarters Air Reserve Personnel Center (HQ ARPC). If recommended by the board, the officer will be promoted in the Reserve of the Air Force upon completing the following years of promotion service and total years of service:

b. Central Selection Board dates and promotion eligibility criteria are released well in advance of board convening dates. Approximately 130 days before each board, HQ ARPC should notify ANG CBPOs via letter, through ANGRC/DPMM and the appropriate State headquarters, of eligible officers to be considered by that board as identified by information in the PDS at the Air Force Military Personnel Center (AFMPC). Upon receipt of the board criteria, CBPOs will:

(1) If an Officer Preselection Brief (OPB) is not received within 90 days of the board convening date, the CBPO will request a Records Review Report on Individual Personnel (RIP) from the PDS. Each eligible officer must be advised that it is his/her responsibility to ensure the data on the OPB or RIP is correct. If an officer has been reassigned, the CBPO will forward the OPB to the member's gaining CBPO.

(2) Conduct a records review with each eligible officer if possible. If a records review is not possible, forward the OPB or Records Review RIP to the officer and request it be reviewed, updated if needed, and returned to the CBPO with supporting documentation (establish a suspense date that will permit processing of required updates). The CBPO must ensure corrections are updated in PDS by the HQ ARPC suspense date for inclusion in the records reviewed by the Central Selection Board. When this is not possible, CBPOs must advise HQ ARPC/DPJB by message, with copy to ANGRC/DPMM, of all data updated after the suspense date. Emphasis must be placed on forwarding documents to HQ ARPC to permit filing in the member's selection folder prior to the Central Selection Board convening date.

(3) Inform the officer that a letter may be sent to the board (see paragraph 2-2c).

TABLE 2-1		
SERVICE FOR PROMOTION		
FOR PROMOTION TO	YEARS OF PROMOTION SERVICE (PSD + "X" YRS)	TOTAL YEARS SERVICE (TYSD + "X" YRS)
CAPTAIN	4	7
MAJOR	7	14
LT COLONEL	7	21

NOTE: See AFR 35-3 for computing PSD and TYSD.

**\* (4)** Require commanders to review the eligibility list (roster) received from ANGRC/DPMM through State Headquarters and certify each officer is qualified for promotion or initiate appropriate promotion propriety action IAW AFR 36-11. (Note: Once the ANGRC/DPMM suspense date is passed, an officer cannot be considered for position vacancy promotion to that grade until after the Central Selection Board results are published. Refer to 3-1b.)

**\* (5)** Provide ANGRC/DPMM, through State Headquarters, a certified listing of eligible officers for each board by the suspense date established in the forwarding letter from ANGRC/DPMM. Failure to return the roster by the suspense date established by ANGRC/DPMM constitutes an automatic certification of the roster.

**\* c.** Each officer may send a letter to the board IAW AFR 36-11. This letter may call attention to any matter the officer believes is important to his/her consideration. The letter may not contain any attachments, criticize any officer, or reflect on the character, conduct, or motives of any officer. A board is not authorized to consider a letter from another person on behalf of an officer being considered. All the information in the letter must be accurate and, if called on, the officer must be able to support it. To be considered by a board, the letter must be received by the time the board convenes. Each letter is destroyed after the board adjourns unless the officer provides a stamped, self-addressed envelope and requests the letter be returned. Address the letter to: President, FY (year) Reserve (insert the appropriate grade) Selection Board, HQ ARPC/DPJB, Denver, Colorado 80280-5000. Officers should limit letters to one page and avoid repeating any information readily available in his/her military record. For example, include such things as a military course completed which is not reflected in the PDS, civilian occupation/experience that would strengthen military duties/potential; or civilian management experience/training that lends itself to military application. This letter should further enhance an individual's image concerning his/her potential as an officer and competitiveness for promotion. The letter must clearly reflect accomplishments not already reported in OPRs.

**\* d.** An officer found not qualified by a Central Selection Board the first time he/she is considered becomes a deferred officer and is not eligible for a position vacancy promotion, but will be considered by the next Central Selection Board considering officers of his/her grade. If found not qualified a second time, the officer will be processed for separation under ANGR 36-05 unless retention is authorized.

## **2-3. Notification Procedures:**

**a.** HQ ARPC will provide listings of officers recommended for, or deferred from promotion to each CBPO, which will furnish unit commanders with the names of officers selected and/or not selected for promotion on the public release date announced by HQ ARPC. An officer must not be informed of his/her status (selection/nonselection) until the public release date. On that day, the immediate commander or his/her designee will personally notify officers of their status. CBPOs will ensure commanders are aware that they may delay a promotion or remove an individual from a recommended list (see AFR 36-11).

**b.** Written notification will be provided to officers deferred from promotion. Attachment 1 is a letter format for notifying officers who have been deferred from promotion for the first time. Attachment 2 is a letter format for notifying twice deferred officers. These letters will be prepared by the deferred officer's servicing CBPO. The following procedures apply:

**(1)** The information contained in the HQ ARPC listing referenced in a. above, is "FOR OFFICIAL USE ONLY" and may be seen only by individuals responsible for administrative processing actions. The information will not be released until the public release date announced by HQ ARPC message.

**(2)** CBPOs will review lists upon receipt to determine if any officers assigned to their organization were deferred from promotion. They will prepare the appropriate letter (attachments 1 or 2) for each identified deferred officer IAW the following:

**(a)** The letter will be typed on wing/group or installation stationery.

**(b)** The letter will be signed by the wing/group or installation commander.

**(c)** Deferred officers will acknowledge receipt of the notification letter in writing. This acknowledgment will be filed in the officer's Unit Personnel Records Group at the CBPO.

**(d)** The date to which a once deferred officer's Promotion Service Date is adjusted is the day after the last day of the promotion service dates that were considered by the board. Example: If the board considered all officers with promotion service dates of 30 Sep 89 and earlier, then a once deferred officer's promotion service date would be adjusted to 1 Oct 89. This date must be entered in the first paragraph of the letter shown in attachment 1. The APDS adjustment to the Promotion Service Date is made by HQ ARPC.

**\* (e)** The date that a twice-deferred officer's active status must be terminated is one year and 90 days (not three months) after the date on which he/she would have first been promoted, unless the officer qualifies for retention under ANGR 36-05. The

date the officer would have been promoted is indicated as the "Control Date" on the list which indicates the officer's first deferral. To compute the date on which active status must be terminated, add one year and 90 days to the "Control Date" indicated on the first deferral list. Example: If the control date is 1 Jun 89, then the date by which active status must be terminated is 29 Aug 90. This date must be entered in the second paragraph of the letter shown in attachment 2. The separation date will become the Mandatory Separation Date (MSD) and will be input by ANGRC/DPMM shortly after public release.

(3) As soon as practical after the public release date of the list, the letter will be sent or provided to the deferred officer by his/her immediate commander or designee.

\*c. The sample letters in attachments 3 and 4 may be used at the Adjutant General's option to recognize a promoted member and his/her employer. Each letter should be tailored to support recognition of the achievement and appreciation for the employer's support. Letters to employers should be forwarded only with the concurrence of the promoted officer. The Adjutant General or his designated representative must sign the letter. This authority cannot be delegated below the Wing or Group Commander. With some modification, similar letters may be used for position vacancy promotion recognition.

#### **2-4. Actions Upon Selection for Promotion:**

a. Request Federal recognition in accordance with Chapter 4.

\*b. To be eligible for continued federal recognition as a member of the Air National Guard, an officer who has been placed on a recommended list by a Central Selection Board must be promoted in the ANG of his/her state to the higher grade for which recommended effective no later than the date established on the recommended list.

\*c. Military duty officers who are selected for ROPA promotion to a grade which would exceed their Support Personnel Manning Document (SPMD) maximum authorized grade, IAW ANGR 35-03.

\*d. For federal recognition in the ANG of a mandatory promotion, the officer must be physically qualified for worldwide duty as determined by proper military medical authority and be within weight standards established by the ANG Physical Fitness and Weight Control Program governed by AFR/ANGR 35-11. NOTE: Those officers not meeting weight/fat requirements must be removed from the recommendation list IAW AFR 36-11 prior to the effective date of the promotion.

\*e. An officer selected for a Reserve of the Air Force promotion is considered to have accepted it on the effective date unless he/she expressly declines the promotion IAW AFR 36-11 or is notified of a delay or removal action prior to the effective date.

**\*2-5. Promotion Dates.** For Promotion Service Date (PSD) and effective date of promotion, see AFR 36-11. Federal recognition will normally be granted to coincide with PSD. For statutory tour officers, the effective date of promotion will be established as the date of the Federal Recognition Board or SAF approval; whichever is later.



## Chapter 3

## POSITION VACANCY PROMOTION

**3-1 General:**

a. The ANG position vacancy promotion program is designed to provide officers who have demonstrated high potential and exceptional abilities with the opportunity for accelerated promotion. These promotions are to serve as a means of early identification of the most highly qualified and motivated leaders of the future. Officers to be considered for position vacancy promotion must have a documented record of performance and potential that clearly supports a recommendation for promotion ahead of their contemporaries. Each level of command must thoroughly review nominations for position vacancy promotion and ensure that only the most highly qualified officers are considered for accelerated promotion. These promotions must be reserved for a very limited number of truly outstanding officers who have demonstrated potential for positions of increased responsibility. Position vacancy promotions are not to be routinely offered to all officers. (NOTE: ANG Early Commissioning Program Officers may be processed for position vacancy promotion to first lieutenant.)

\*b. An officer being considered for promotion by a Central Selection Board will not be considered for a position vacancy promotion (refer to paragraph 2-2(b)(4)). Position vacancy promotion packages arriving at ANGRC/DPMM after the Mandatory Promotion Eligibility list has been certified to HQ ARPC cannot be processed, even if Federal Recognition Boards were held prior to the list being certified by the CBPO. If selected for promotion by the Central Selection Board and placed on a recommended list, then the officer may be recommended for promotion in advance of his/her effective date to fill an authorized position vacancy. The officer will not be required to be examined by a Federal Recognition Board; however, all requirements of paragraph 3-2 and 3-3 for a position vacancy promotion must be met.

\*c. All lieutenant positions may be considered as captain positions for the purpose of position vacancy promotions. All officers may be promoted up to and including the grade of captain regardless of the manning in the promotion category. This includes company grade officers assigned as excess to a position.

\*d. Projected losses cannot be used to promote officers. Officers recommended for position vacancy promotions must be the sole occupant of the UMD position. NOTE: Does not apply for promotion to colonel. However, approval must be received from NGB-GO/AF prior to state promotion board and in-

cumbent must vacate the position before senate confirmation of individual awaiting promotion.

\*e. Units will not promote officers against a UMD position scheduled for deletion or grade reduction within 18 months from the effective date of promotion unless the commander certifies the member will be the sole incumbent assigned to a position commensurate with the new grade upon reorganization.

**3-2. Vacancy Determination.** For promotion to the grade of major and above, the officer must occupy a vacant position. A vacancy determination will be based upon the following requirements:

a. The promotion vacancy must be within the nominee's promotion category which is determined by his/her DAFSC. Grade vacancies in one category cannot be used for promotion in another category (i.e., a non-rated AFSC grade vacancy cannot be used to promote an officer assigned to a rated AFSC position). There are three position vacancy promotion categories.

(1) Rated line officers. Includes all officers authorized and assigned in flying positions, except professional officers.

(2) Non-rated line officers. Includes all officers authorized and assigned to non-flying positions, except professional officers.

\*(3) Professional officers. Includes all officers authorized and assigned in medical services specialties (AFSC 9XXX), legal (AFSC 88XX), and chaplain (AFSC 89XX) positions.

\*b. All officers assigned to a promotion category (as defined by paragraph 3-2a) will be accounted for in assigned strength figures reported in the wing/group commander's indorsement to the promotion recommendation letter (attachment 5) or the automated promotion format (attachments 6 and 7). Officers in an excess or overgrade status must be counted in determining if a vacancy exists. All officers must be assigned to positions commensurate with their grade and DAFSC prior to promoting any other officer. Assignment policies outlined in NGR(AF) 35-2 must be followed. However, officers assigned to or retained in an excess or overgrade status in the following situations will NOT count in determining if a vacancy exists.

(1) A military duty officer (32 USC) promoted via the mandatory promotion system prior to attaining 20 years of active duty for military retirement eligibility under 10 USC 8911, or a military technician promoted via the mandatory promotion system prior to attaining

eligibility for an immediate civil service annuity. Such cases will be excluded only when the member is retained in a UMD position which is no less than one grade below his/her current grade.

**\*(2)** Overgrade officers promoted via the mandatory promotion system with 18 but less than 20 satisfactory years of service for reserve retirement, who normally would have been separated due to promotion and lack of vacancy in the member's grade, and retained IAW ANGR 36-05.

**\*(3)** Other categories as may be announced by ANGRC/DP to manage the officer force within the ANG. Promotion category exceptions will be explained in implementing instructions.

**3-3. Eligibility Requirements.** Nominees for federal recognition of a position vacancy promotion, who do not meet the requirements will be returned to the State without action. Eligible nominees must:

**a.** Be recommended for a position vacancy promotion by his/her immediate commander. The commander will justify the promotion using the recommendation found in paragraph 3 of the letter (attachment 5) forwarding the recommendation for promotion.

**\*b.** Have required Officer Performance Reports (OPRs). Reports used for promotion evaluation, as listed in table 3-1, must be rated "meets standards" in all performance elements. Refer to table 3-1 for the number of OPRs required.

**TABLE 3-1 \***

<b>REQUIRED OFFICER PERFORMANCE REPORTS</b>			
<b>GRADE</b>	<b>CATEGORY</b>	<b>MINIMUM NUM REQ (Note 4)</b>	<b>SUBSTANTIVE COMMENTS (Note 1)</b>
06	ALL	5	REQUIRED ON LAST FIVE
04-05	LINE	2	REQUIRED ON LAST TWO
02-05	PROFESSIONAL	1	REQUIRED (NOTE 2)
02-03	LINE	2	REQUIRED ON MOST RECENT (NOTE 3)

**NOTES:**

**1.** Substantive comments are defined as documentation of the ratee's primary duty performance written by the assigned raters in the unit's command rating chain. The rater or additional rater must include documentation of the ability to handle increased responsibility. The following examples are considered effective statements of promotion potential for justifying the position vacancy promotion: "fully capable of immediate increased responsibility;" "exceeds capabilities of his/her peers" or "without a doubt a top-notch performer capable of increased responsibility." Individuals who do not have these comments included on their OPR will not be considered for a unit vacancy promotion.

**2.** Professional officers may be promoted with only one OPR on file.

**3.** For promotion to first lieutenant only. A combination of training reports and OPRs may be used. A training report alone may be used for rated officers provided the unit commander certifies officers are "mission ready", or have been awarded a fully-qualified rated AFSC. (Mission ready is defined in AFR 55-15.) A single OPR may also be used provided the officer was an honor graduate from undergraduate flying training, Academy of Military Science (AMS) or a formal (USAF) technical training school (a copy of supporting documentation must be attached).

**4.** The requirement for the two most recent USAF OPRs may be waived by ANGRC/DPMMO for officers who transferred to the ANG from other service components. For a waiver to be considered:

- a.** the officer must have been appointed in the ANG within the preceding two years;
- b.** the officer must have received an USAF OPR and it must contain substantive comments; and
- c.** the last two effectiveness reports written on the officer by the previous service components must be attached.

\*c. Be the only officer assigned to a UMD position authorizing the promotion grade, or a higher one, for which Federal recognition is sought (paragraph 3-1 d).

d. Not be promoted to a grade above that authorized for their SPMD position, nor may the promotion result in the statewide military duty grade ceiling being exceeded unless specifically authorized by ANGRC/DP. (See attachment 5.)

e. Have completed at least the following level of Professional Military Education (PME) for promotion to the grade indicated. (Equivalents for PME are listed in AFR 53-8.) (See table 3-2.)

(1) Nonresident PME courses of another service in which a member enrolled after 1 April 1985 will not be acceptable for position vacancy promotion if an equivalent Air Force nonresident course exists. PME courses (resident or nonresident) of another service, completed by an officer while a member of another service, are acceptable for satisfying position vacancy promotion requirements. Waivers will not normally be granted. If the unit commander requests a waiver, then explain fully why and when the officer completed this PME course rather than the Air Force PME course.

\*(2) Chaplains, lawyers and officers of the medical service (9XXX with exception of Health Services Administration, 90XX), are exempt from completing the PME requirement provided they have satisfied their commanders that they have taken equivalent training in the form of professional courses related to their specialty. Commanders must review evidence of the continuing education/professional requirements to maintain proficiency and/or credentialing/ licensing. Commanders must ensure that medical services officers have met continuing educa-

tion requirements established by AFR 169-5. In every case, professional officers should be encouraged to pursue PME to enhance their promotion potential, especially for the more senior grades. Medical Service Corps officers (90XX) must meet line officer PME promotion requirements.

\*(3) The PME requirement may be waived by the Director, Air National Guard for those individuals attending or selected for the appropriate level course in residence, provided the member is assigned to a UMD position authorizing the grade (or higher) for which promotion is recommended. Approval of waiver requests will not be automatic and commanders must provide adequate justification that the individual scheduled for PME attendance deserves special consideration.

\*f. Must have been awarded the fully qualified level DAFSC of the UMD position vacancy. If the only reason for not being awarded the fully qualified level AFSC is the grade spread limitations for the AFSC specified in AFR 36-1, then the member is considered fully qualified. Unit commanders may request ANGRC/DPMM to grant a waiver if the individual has been recently reassigned and/or is not yet eligible for upgrade due to the minimum time requirements of AFR 36-1 and holds a fully qualified AFSC at a comparable level in another career field (e.g., currently assigned DAFSC 7311 and nominee holds a 7016 AFSC) or for other extenuating circumstances. Any assignments outside of the member's PAFSC or initially appointed AFSC must be in accordance with NGR(AF) 35-2.

g. Must have completed the amount of promotion service in the current grade as defined in table 3-3.

TABLE 3-2

## PROFESSIONAL MILITARY EDUCATION FOR PROMOTION

GRADE	PME REQUIRED
MAJOR	SQUADRON OFFICERS SCHOOL
LIEUTENANT COLONEL	INTERMEDIATE SERVICE SCHOOL (ACSC, AFSC, etc.)
COLONEL	SENIOR SERVICE SCHOOL (AWC, NWC, ICAF, etc.)

TABLE 3-3	
PROMOTION SERVICE	
FOR PROMOTION TO	YEARS PROMOTION SERVICE (Computed from PSD)
FIRST LIEUTENANT	2
CAPTAIN	2
MAJOR	4
LIEUTENANT COLONEL	4
COLONEL	3

h. Must have been in an active commissioned status for a minimum of one year immediately preceding the promotion recommendation. The service must be continuous (without a break) and must not include any period in an inactive (ISLRS) or retired status.

\*i. Line officers must have trained satisfactorily for the two years immediately preceding the Federal Recognition Board. Chaplains, lawyers, and officers of the medical service (90XX with exception of the medical services corps (90XX) AFSC, recommended for promotion to lieutenant colonel and below must have trained satisfactorily for at least one year immediately preceding the Federal Recognition Board. A minimum satisfactory year for the purpose of this regulation is one in which the officer has satisfied the requirements for a satisfactory retirement year. Waivers of this provision will not be considered. Medical services corps (90XX) officers must meet the two satisfactory year requirement, the same as line officers.

\*j. Must have been examined and found qualified by a Federal Recognition Board held under the provisions of ANGR 36-03.

k. Must be recommended for Federal recognition by the Adjutant General. This authority may be delegated by the Adjutant General to an officer on the State ANG Headquarters staff for recommendations to grades below colonel.

l. Be promoted in the ANG of the state.

\*m. Must not have been deferred for selection for promotion to the grade currently being recommended by a Central Selection Board, or by a previous position vacancy promotion nomination, or by an Active Air Force Selection Board. Waivers of the above provision will not be considered except when the officer was nonselected by an active AF selection board. Submit waiver requests to ANGRC/DPMMO and in-

clude all OPRs/OERs rendered on the subject officer. Waiver of this provision is not automatic.

n. Statutory tour officers and officers in military duty status recommended for promotion to lieutenant colonel and colonel must have at least three years retainability from the effective date of promotion to their new grade before any type of mandatory separation from the ANGUS. The Federal Recognition Board should be held at least three and one-half years prior to any mandatory separation date to allow time for processing of the promotion recommendation.

\*o. Be physically qualified for worldwide duty as determined by proper military medical authority and be within weight standards established by the ANG Physical Fitness and Weight Control Program, IAW AFR/ANGR 35-11. The State Air Surgeon may waive any 4T profile where competent military medical authority has determined that the condition is self-limited, non systemic, and should be resolved with the member being returned to worldwide duty status within one year (e.g., pregnancy).

p. Be approved for federal recognition by the Chief, NGB after review of the Federal Recognition Board proceedings and other records pertaining to the officer.

### 3-4. Promotion Dates:

a. Promotion dates will be determined by ANGRC/DPMM, announced in Federal Recognition Orders, and entered into the PDS. Promotion dates are not effective until announced by such orders or by PDS entry. Normally, promotion dates will be the date of the Federal Recognition Board.

b. If a new Federal Recognition Board must be convened under paragraph 1-3i, ANGRC/DPMM will use the date of the later Federal Recognition Board in determining the dates to announce in Federal recognition orders and enter into PDS.

## Chapter 4

## FEDERAL RECOGNITION

**4-1. General.** Federal recognition and concurrent Reserve of the Air Force promotion is extended to qualified officers by the Chief, National Guard Bureau, acting for the Secretary of the Air Force and will be announced in appropriate orders. Federal recognition orders for promotions to lieutenant colonel and colonel cannot be issued until the promotions are confirmed by the Senate. Colonel and lieutenant colonel lists are submitted to the Senate on a semiannual and monthly basis, respectively. Federal recognition will not be extended prior to the PSD of any promotion. Requests for Federal recognition of promotions of military duty officers must include the SPMO indorsement shown at attachment 5.

**\*4-2. Promotion as a Result of Mandatory Consideration, or Promotion to First Lieutenant.** To request Federal recognition to be effective on the date established by the board for officers who have been selected for promotion by Central Selection Boards, or for the mandatory promotion of second lieutenants (paragraph 2-1), the following documents must be forwarded to ANGRC/DPMM approximately 30 days prior to Promotion Effective Date. Automated promotion formats provided by ANGRC/DPMM may be used in lieu of the following documents.

a. Commander's recommendation letter (with command channel indorsements).

b. State promotion order.

**4-3. Position Vacancy Promotion Below Colonel.** For position vacancy promotion to the grade of first lieutenant through lieutenant colonel, requests (paragraph 4-5) will be forwarded to ANGRC/DPMM for those individuals found qualified by a Federal Recognition Board (ANGR 36-03).

**4-4. Position Vacancy Promotion to Colonel.** All nominations (paragraph 4-5) for position vacancy promotion to colonel will be forwarded to the Chief, National Guard Bureau, thru NGB-GO/AF for review and action as indicated below:

a. The complete recommendation will be forwarded to NGB-GO/AF for those personnel found qualified by a Federal Recognition Board (ANGR 36-03 and Chapter 3, this regulation). A board may be convened at the National Guard Bureau to review records of fully qualified applicants prior to the convening of the ANG Colonels' Federal Recognition Review Board at the Air Force Military Personnel Center.

(1) Individuals who meet a Federal Recognition Board between 1 January and 30 June of each year are eligible to be reviewed by the Fall ANG Colonels Federal Recognition Review Board. Board proceedings and indorsements must arrive at NGB-GO/AF not later than 15 July of each year to be considered by the Fall board.

(2) Individuals who meet a Federal Recognition Board between 1 July and 31 December of each year are eligible to be reviewed by the Spring ANG Colonels' Federal Recognition Review Board. Board proceedings and indorsements must arrive at NGB-GO/AF not later than 15 January of each year to be considered by the Spring Board.

b. Board proceedings arriving at NGB-GO/AF after the dates stated above will be held for the subsequent ANG Colonels' Federal Recognition Review Board.

**4-5. Required Documents.** To request federal recognition of promotion, or federal recognition of a selectee in advance of the effective date established by a central selection board, use the format shown in attachment 5. Required documents for these requests are listed below. Automated formats (attachments 6 and 7) provided by ANGRC/DPMM may be used in lieu of the following documents for promotion to lieutenant colonel and below:

\*a. Two most recent reports (AF Forms 707 A/B, 475) (for promotion to lieutenant colonel and below only).

b. PME certification (only when not indicated in PDS) if required for promotion eligibility. (See paragraph 3-3e.)

c. Federal Recognition Board appointment order (Note 1).

d. State promotion order (Note 2).

e. NGB Form 89 (Note 1 and 2).

f. Distinguished/honor graduate documentation, if appropriate.

g. Commander's recommendation letter (with command channel indorsements).

h. AF Form(s) 526 indicating previous two years points summary (three years for promotion to colonel). One year for promotion to lieutenant colonel or below if a professional officer.

i. Photo (for promotion to colonel only). 2 copies.

j. AF Form 709, Colonel Promotion Recommendation (for promotion to colonel only).

**NOTES:**

1. Not required if promotion is to be in advance of an effective date established by a central selection board.
2. Two copies each are needed of these documents.

**4-6. Promotion Propriety Actions:**

a. Delay or Removal Actions. An officer who has been found fully qualified for promotion by a Federal Recognition Board or a Central Selection Board is considered to be on a recommended list for promotion to the next higher grade. If subsequent information is made available to the Adjutant General or Chief, National Guard Bureau, that causes either to believe an officer is mentally, physically, morally, or professionally unqualified to perform the duties of the next higher grade, action must be initiated to delay or remove the officer's name from the recommended list in accordance with AFR 36-11.

b. Not Qualified Actions (Mandatory Promotion). If information is made available to a Commander that causes him or her to believe an officer is mentally, physically, morally, or professionally unqualified to

perform the duties of the next higher grade, action should be initiated to find the officer not qualified for promotion. Officers eligible for consideration by a Central Selection Board must be processed IAW AFR 36-11.

c. Not Qualified Actions (Position Vacancy Promotions). If a board convened IAW ANGR 36-03 to examine an officer for federal recognition of promotion finds the officer not qualified for promotion, then the entire promotion recommendation package must be forwarded to ANGRC/DPMMO for validation of the finding. When validated, the officer becomes a deferred officer (passed over). ANGRC/DPMMO will update the PDS and advise the state of actions to be taken.

**\*4-7. Automated Promotion Request System.** ANGRC/DPMM has developed an optional automated promotion request system. State headquarters must agree to participate in the automated system in writing to ANGRC/DPMM. Application processing modifications will be provided upon approval of agreement to participate in the automated promotion request system. (See attachments 6 and 7.)

## Chapter 5

## PROMOTION AND FEDERAL RECOGNITION OF STATUTORY TOUR OFFICERS

**5-1. General.** ANG officers on Federal active duty under the provisions of the ANG Statutory Tour Program in accordance with Title 10 USC must be recommended for promotion by both the appropriate Adjutant General and the Director, ANG prior to review by a Federal Recognition Board.

**5-2. Position Vacancy Promotion.** To request position vacancy promotion and federal recognition for statutory tour officers, the following are required:

**a.** The officer must qualify for a position vacancy promotion in accordance with Chapter 3 of this regulation. Any waivers required to qualify for promotion will be submitted in the promotion recommendation IAW paragraph 3-3f.

**b.** The officer's supervisor will forward a letter of recommendation through the functional director to ANGRC/SM (attachment 5). ANGRC/SM will request concurrence from the appropriate Adjutant General.

**c.** If the Adjutant General concurs with the promotion action, the state will forward state promotion orders to ANGRC/SM. If the Adjutant General does not concur with the promotion, appropriate comments will be provided to NGB/CF or ANGRC/CC.

**\*d.** For lieutenant colonel and below, NGB/CF or ANGRC/CC will request SAF/MIR approval for the officer to serve on active duty in the higher grade. State concurrence and promotion orders will be requested concurrently with the request to SAF/MIR to authorize the assumption of the higher grade on active duty. ANGRC/SM will furnish the promotion package to ANGRC/DPMM for convening of a Federal Recognition Board. In no case will officers (major and below) be allowed to assume the higher grade on active duty prior to the date of SAF/MIR approval. For promotion to the grade of lieutenant colonel, U.S. Senate confirmation is required before the officer is allowed to assume the higher grade.

**\*e.** For colonel promotions, NGB-GO/AF will convene the ANG Colonel Federal Recognition Board. NGB-GO/AF will screen all records and forward to AFMPC for the ANG Colonel Federal Recognition Review Board. AFMPC will staff the results of the board through HQ USAF channels for SAF approval

and nomination to the President. When SAF nominates the list to the President, ANGRC/SM will request SAF/MIR approval for the officer to serve on active duty in the higher grade. For promotion to colonel, U.S. Senate confirmation is required before the officer is allowed to assume the higher grade.

**\*f.** Upon receipt of the Federal recognition orders from DPMM, SAF/MIR approval and U.S. Senate confirmation for lieutenant colonel and above the statutory tour program point of contact (POC) will publish orders authorizing the assumption of the higher grade on active duty.

**5-3. Promotion as a Result of Mandatory Consideration.** A statutory tour officer selected for promotion by a Central Selection Board may be promoted under the provisions of Chapter 2 to a higher grade in the Reserve of the Air Force and be granted federal recognition. However, he/she may not be authorized to assume the higher grade on active duty unless assigned to an active duty position authorizing at least the higher grade.

**\*a.** ANGRC/SM will prepare correspondence for NGB/CF or ANGRC/CC for any officer selected or not selected for promotion by a Central Selection Board. NGB/CF or ANGRC/CC are responsible for notifying affected officers on the public release date of the promotion list.

**\*b.** The following procedures will be used to request Federal recognition of a mandatory promotion.

**(1)** The officer's supervisor will forward a letter through the functional director to NGB/CF or ANGRC/CC concurring with the officer's promotion.

**\* (2)** Upon NGB/CF or ANGRC/CC concurrence, a letter will be sent by ANGRC/SM to the appropriate Adjutant General requesting state promotion orders.

**\* (3)** Following receipt of the state promotion order, NGB/CF or ANGRC/CC will request SAF/MIR approval for assumption of the higher grade on AD.

**(4)** ANGRC/SM will request Federal recognition orders from ANGRC/DPMM.

**(5)** Upon receipt of SAF/MIR and the Federal recognition orders, ANGRC/SM will request orders be published authorizing the assumption of the higher grade on AD.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

**JOHN B. CONAWAY**  
Lieutenant General, USAF  
Chief, National Guard Bureau

OFFICIAL

**E. DARDEN BAINES**  
Chief  
Administrative Services

**SUMMARY OF CHANGES:** Adds new definitions to revised tables for determining promotion dates; instructions for implementing the automated promotion request system; expanded PME exemption criteria; procedures for processing posthumous promotions; revised point requirement criteria for promoting of professional category officers and revised policy for establishing effective dates of promotion for Title 32, (AGR) Officers.



**SAMPLE FORMAT: NOTIFICATION TO ONCE  
DEFERRED OFFICER (LETTERHEAD)**

(Grade) (First Name, Middle Initial, Last Name)

(State) (Air National Guard)

Dear (Grade) (Last Name)

You were recently considered for permanent promotion by a Central Selection Board which convened at the Air Reserve Personnel Center. The board reviewed all documents in each officer's selection folder using the fully qualified method of selection. Unfortunately, you were not among those recommended for promotion. In accordance with Section 8368, Title 10, USC, your promotion service date has been adjusted to (date).

As long as you remain eligible, you will again be considered for promotion by a Central Selection Board composed of entirely different members, which will convene next year. You cannot be considered for a position vacancy promotion while in a deferred status. If you are not selected for promotion by the next Central Selection Board, you must be separated from the Air National Guard unless authorized retention by law. You are encouraged to review AFR 36-11, Reserve of the Air Force Officer Promotions and use every opportunity to enhance your promotion potential prior to being considered again.

Request you acknowledge receipt of one copy of this letter and provide it to the Consolidated Base Personnel Office for inclusion in your unit personnel records group.

Sincerely

Wing/Group or Installation Commander

1st Ind

TO: (Unit)/CBPO

I acknowledge receipt of this letter on (date).

(Signature of Officer)

**SAMPLE FORMAT: NOTIFICATION TO TWICE DEFERRED OFFICER  
(LETTERHEAD)**

(Grade, First Name, Middle Initial, Last Name)

(State) Air National Guard

Dear (Grade, Last Name)

You were recently reconsidered for permanent promotion by a Central Selection Board, which convened at the Air Reserve Personnel Center. I regret to inform you that you were not recommended for promotion. The specific reasons are known only to the composite membership of the board; however, I can assure you that you were accorded fair and impartial consideration.

Since you have been considered twice and not recommended, the law requires that your active status as an officer in the Air National Guard and as a Reserve of the Air Force be terminated not later than (date). You should contact the Consolidated Base Personnel Office to determine which of the following will apply in your case:

- a. If you have completed over 20 satisfactory years of service for retirement, you are eligible and may elect transfer to the Retired Reserve Section. This transfer will not entitle you to pay until you reach age 60.
- b. If you have more than 18, but less than 20 satisfactory years of service for retirement, you may qualify for further retention to complete 20 years under the provisions of Section 1006 of Title 10, USC.
- c. If you have completed more than eight, but less than 18 years of satisfactory service for retirement, you may qualify for transfer to the honorary Retired Reserve Section. This transfer will not entitle you to retired pay.
- d. If you have completed less than eight satisfactory years of service for retirement, you will be discharged from the Air National Guard and the Reserve of the Air Force.

On behalf of the Adjutant General of the State of \_\_\_\_\_, the Chief, National Guard Bureau, and the Chief of Staff, United States Air Force, I wish to thank you for your honorable and faithful service.

Sincerely

Wing/Group or Installation Commander

1st Ind

TO: (Unit/CBPO)

I acknowledge receipt of this letter on (date)

Signature of Officer

**SAMPLE LETTER  
CONGRATULATING OFFICERS ON THEIR PROMOTION SELECTION**

FROM:

Selection for Promotion

TO: (Grade, name, address)

1. Congratulations on your selection for promotion to (grade) effective on (date). This selection attests to your ability, performance, and future potential to the Air National Guard and the Air Force.
2. A program has been established for notifying employers when personnel are selected for promotion. To do this, I need your permission. Please inform me if you would like me to do this at the earliest date and provide me with the name and address of your employer.
3. Again, congratulations on your selection.

(Signature)

(Signature Block)

**SAMPLE LETTER  
INFORMING EMPLOYER OF MEMBER'S PROMOTION SELECTION**

TO: (employer) (address)

Dear

(Name), an employee of your organization, has been selected for promotion to the grade of (grade) in the Air National Guard of the United States. This promotion attests to his/her ability, performance, and future potential to the Air National Guard and the Air Force.

(OR)

A promotion selection board convened at the Air Reserve Personnel Center in Denver, Colorado, recommended that (name), an employee of your organization, be promoted to the grade of (grade) in the Air National Guard of the United States. This selection attests to (name's) ability, performance, and future potential to the Air Force and the Air National Guard. Many fine officers were eligible for promotion, but only the most highly qualified were selected. (Name) is an active member in the Air National Guard and an asset to this (wing, group, squadron).

His/her participation is possible because you have permitted him/her the opportunity to train when required. The Air National Guard is an important part of the national security effort, and the support given by employers such as you, are greatly appreciated and needed. Because of your support of the ANG, I wanted you to be aware of (name's) selection for promotion. I thank you and extend the appreciation of the Air Force for your cooperation and support of the Air National Guard.

(Signature)

(Signature block)

**SAMPLE FORMAT: IMMEDIATE COMMANDER'S LETTER FORWARDING  
RECOMMENDATION FOR PROMOTION (May be replaced by automated format)**

UNIT

SUBJECT: (Position Vacancy or Mandatory) Promotion of Officer (Grade, Name, SSAN)

TO: Command Channels State Adjutant General IN TURN

1. Recommend that (present grade, name, SSAN) be promoted to (grade) in AFSC (numerical designation).
2. Select one of the following for this paragraph: For Mandatory Promotion to First Lieutenant Under Paragraph 2-1 "This officer will complete three years of promotion service on (date). Request promotion and Federal recognition thereof be effective on the specified date." For Mandatory Promotion Under Paragraph 2-2 "This officer is on a recommended list for mandatory promotion to (grade) on (date). Request the promotion and Federal recognition thereof be effective on the specified date." (If promotion will result in officer's being in overgrade status, then appropriate waivers should be requested.)

For Position Vacancy Promotion Under Paragraph 3-2, and 3-3.

"This officer completed the prescribed minimum creditable promotion service on (date) and meets the other requirements prescribed in Chapter 3, NGR (AF) 36-04. Request examination by a Federal recognition board."

For Accelerated Promotion Under Paragraph 3-1b

"This officer is on a recommended list for mandatory promotion to (grade) on (date) and is recommended for Federal recognition in advance of this date. Request Federal recognition of the promotion be effective on (date)."

3. This officer has clearly demonstrated his/her fitness for the responsibilities and duties of the position and grade for which recommended. (Additional recommendation/information is required for position vacancy promotions). (If nominee is a chaplain, lawyer, physician, or dentist, what equivalent training was accomplished (para 3-3e).)
4. (Use this paragraph to request waivers, if appropriate, such as AFSC (para 3-3f).)
5. The nominated individual is the only person assigned to the UMD position he/she is occupying and the UMD position authorized is a grade equal to or higher than that for which promotion is recommended. This officer is not on the weight management program and is within weight standards established by the ANG Physical Fitness and Weight Control Program.

(Signature)

(Signature block of immediate  
commander)

6 Atch (position vacancy or acceleration  
of mandatory selection)

1. Two Most Recent Reports  
(OPR/TNG)(Lt Col and below)
2. Rpt of Individual Personnel (RIP)
3. PME Certificate (only when not  
indicated in RIP)
4. AF Form(s) 526
5. Photo (colonels only)
6. Distinguished/honor grad  
documents (if appropriate)

**SAMPLE FORMAT:  
WING/GROUP COMMANDER INDORSEMENT FORWARDING  
RECOMMENDATION (May be replaced by automated format)**

Ind to Ltr,

Unit

TO: State Adjutant General

1. Recommend that (grade, name, SSAN) be promoted to (grade) on or about date . I have reviewed the information in the attached letter of recommendation and verify it as being accurate.
2. The following information is required for any promotion to major and above under any provision of Chapter 3). This promotion will result in the following authorized versus assigned grade strength within the individual's promotion category.

**PROMOTION CATEGORY GRADE  
AUTHORIZED/ASSIGNED**

Generals	REPORT THE SPECIFIC NUMBERS OF OFFICERS AUTHORIZED/ASSIGNED IN THE UNIT AND Colonels
Colonels	PROMOTION CATEGORY, INCLUDING EXCESSES AND
Lieutenant Colonels	OVERGRADES Lieutenant Colonels Majors
Majors	
Totals	

Use subparagraphs to fully explain all overgrade/excess officers excluded from determining existing vacancies in accordance with paragraph 3-2b.

3. This officer has clearly demonstrated fitness for promotion to the grade recommended. (Add comments on any waiver requested).

(Signature)  
(Signature block of Wing/Group  
Commander)

Atch  
nc

NOTE: When there is no wing/group command level between the immediate commander and the Adjutant General, the strength report outlined in paragraph 2 will be included in paragraph 5 of the immediate commander's letter.

**SAMPLE FORMAT: ADJUTANT GENERAL INDORSEMENT TO STATE  
SUPPORT PERSONNEL MANAGEMENT OFFICE (MILITARY DUTY  
PERSONNEL ONLY) (May be replaced by automated format)**

Ind to, Ltr,

TAG

TO: (State) SPMO

1. Select one of the following for this paragraph.

For Mandatory Promotion Under Para 2-2

"This officer has been recommended for promotion to the grade of (grade) effective (date). This recommendation is a result of mandatory consideration by a Central Selection Board and Federal recognition will be requested from ANGRC."

For Position Vacancy Promotion Under Para 3-2, and 3-3 or Accelerated Promotion Under Para 3-1b.

"This officer has been recommended for promotion to the grade of (grade) to fill a position vacancy. If approved, Federal recognition of the promotion will be requested from ANGRC."

2. Request you advise by indorsement if this officer's promotion can be accommodated within his/her SPMD assignment and state military duty grade ceilings.

(Signature)  
(Signature block of Adjutant  
General or designated representative)

Atch  
nc

**SAMPLE FORMAT:  
SPMO INDORSEMENT TO ADJUTANT  
GENERAL (MILITARY DUTY PERSONNEL ONLY)  
(May be replaced by automated format)**

Ind to Ltr,

(State) SPMO

TO: TAG

We have reviewed the promotion recommendation of the subject officer. This promotion can (or cannot) be accommodated by the officer's SPMD position, and can (or cannot) be accommodated within state military duty grade ceilings.

(Signature)  
(Signature block)

Atch  
nc



**SAMPLE FORMAT: ADJUTANT GENERAL LETTER FORWARDING  
RECOMMENDATION TO FEDERAL RECOGNITION BOARD (NOT REQUIRED FOR  
MANDATORY PROMOTIONS)**

TAG

SUBJECT: Position Vacancy Promotion of Officer (Grade, Name, SSAN)

TO: President, Federal Recognition Board

1. Request subject officer be examined in accordance with ANGR 36-03 on or about (date).
2. Promotion of the officer in the (state) Air National Guard will be accomplished upon notification of satisfactory examination for Federal recognition for promotion.

(NOTE: The SPMO should verify this manning).

(Signature)  
(Signature block of  
Adjutant General or  
designated representative)

- 3 Atch (Position vacancy only)
1. Cmdr's rec w/Atch
  2. Command selection record group
  3. Federal Recognition Board orders

**SAMPLE FORMAT: INDORSEMENT RETURNING  
RECOMMENDATION TO ADJUTANT GENERAL (NOT REQUIRED FOR  
MANDATORY PROMOTION)**

Ind to      Ltr,              President, Federal Recognition Board

TO: State Adjutant General

Subject officer was examined on (day, month, year) and Report of Board Proceedings, NGB Form 89, is attached.

Signature)

(Signature block of president of  
the Federal Recognition Board)

2 Atch

1. Cmdr's Rec w/Atch
2. NGB Form 89

**SAMPLE FORMAT: ADJUTANT GENERAL INDORSEMENT FORWARDING  
RECOMMENDATION TO ANGRC**

Ind to Ltr,

State Adjutant General

TO: ANGRC/DPMM, Stop 18, Andrews AFB, MD 20331-6008 (for Lt Col and below)

or

NGB-GO/AF, Washington DC 20310-2500 (colonels only)

- \*1. Request subject officer be extended Federal recognition effective (day, month, year).
- 2. Comments must be included on any waivers requested or required.

(Signature)  
(Signature block of individual  
required to sign by para 3-3i)

- 3 Atch
- 1. Cmdr's Rec w/Atch
  - 2. Fed Rec Bd Order (Position  
Vacancy Only)
  - 3. State promotion orders (2 copies)

**REQUEST TO PARTICIPATE IN THE AUTOMATED OFFICER  
PROMOTION REQUEST SYSTEM (LETTERHEAD)**

FROM:

SUBJECT: Request to Participate in the Automated Officer Promotion Request System

TO: ANGRC/DPMM

1. Request we be authorized to use the automated officer promotion request system for officer promotions to lieutenant colonel and below.

2. We agree to the following conditions:

a. All officer promotions will be submitted via the automated system.

b. Submission and verification of promotions from this state will only be accomplished by the following individuals:

(List grade/name of each authorized requestor)

c. When requested by ANGRC, we will submit the documents that have been randomly selected for audit purposes.

d. If it is determined that there are abuses of the system that are not corrected, we understand that this privilege may be revoked and promotions will then have to be submitted IAW NGR (AF) 36-04 manual process.

e. We intend to (allow)(not allow) direct contact and transfer of data to ANGRC via this system by the CBPO(s).

3. Upon approval, we will be provided specific system guidance for implementation of the system.

4. State point of contact is \_\_\_\_\_ at Defense Switched Network (DSN) \_\_\_\_\_.

Signature of Administrative Officer/ESSO or Asst AG for Air

**AUTOMATED PROMOTION REQUEST SYSTEM ACTIONS**

The automated promotion request system requires use of the APDS II Time-Share Message System which is accessed through the IBM/ITT terminal located in every State Headquarters and CBPO. An alternate method of transmission is through the ANG Personnel NYTELINE System.

- Step 1 - Unit Commander recommends promotion
- Step 2 - CBPO verifies eligibility IAW NGR (AF) 36-04
- Step 3 - Group/Wing Commander approves promotion
- Step 4 - CBPO "sends" promotion to State Headquarters via system or mail (State determines)
- Step 5 - State verifies eligibility and directs Federal Recognition Board (if required)
  - Prepares State Promotion Order
- Step 6 - State "sends" promotion via system using Promotion Formats A through G, as required, to ANGRC (Formats will be provided to states who wish to participate)
  - State may choose how to request, by automated roster or Attachment 3 to NGR (AF) 36-04
- Step 7 - ANGRC receives (same day usually when system is used)
  - Reviews for eligibility - Approves/disapproves (usually 1 day)
  - Notifies state through system of date approved and special order number. For promotion to Lt Col, notifies on which senate list officer will be submitted
- Step 8 - State sends original NGB Form 89 to master file at HQ ARPC
  - ANGRC sends copy of Federal Recognition Order to state and master file to HQ ARPC
- Step 9 - ANGRC will randomly select certain promotions for audit and require state to forward specific documents for review